

**U.S. GOVERNMENT LEASE FOR REAL PROPERTY**  
**(Short Form)**

1. LEASE NUMBER \_\_\_\_\_

**PART I - SOLICITATION/DESCRIPTION OF REQUIREMENTS (To be completed by Government)**

**A. REQUIREMENTS**

The Government of the United States of America is seeking to lease approximately \_\_\_\_\_ rentable square feet of \_\_\_\_\_ space located in \_\_\_\_\_ for occupancy not later than \_\_\_\_\_ (date). Rentable space must yield \_\_\_\_\_ occupiable square feet for use by Tenant for Personnel, furnishing, and equipment.

**INITIAL OFFERS ARE DUE ON OR BEFORE CLOSE OF BUSINESS \_\_\_\_\_ .**

**B. STANDARD CONDITIONS AND REQUIREMENTS**

The following standard conditions and requirements shall apply to any premises offered for lease to the UNITED STATES OF AMERICA (hereinafter called the GOVERNMENT):

First class office space is required. Space offered must be in a quality building of sound and substantial construction, either a new, modern building or one that has undergone first class restoration or rehabilitation for the intended use.

The Lessor shall provide a valid Occupancy Permit for the intended use of the Government and shall operate the building in conformance with local codes and ordinances.

The Building and the leased space shall be accessible to the handicapped in accordance with the Uniform Federal Accessibility Standards (41 CFR 101-19.6, App.A).

The leased space shall be free of all asbestos containing materials, except undamaged vinyl asbestos floor tile in the space or undamaged boiler or pipe insulation outside the space, in which case an asbestos operations and maintenance program conforming to Environmental Protection Agency guidance shall be implemented.

Services, utilities, and maintenance shall be provided daily, extending from \_\_\_\_\_ a.m. to \_\_\_\_\_ p.m. except Saturday, Sunday, and Federal holidays. The Government shall have access to the leased space at all times, including the use of electrical services, toilets, lights, elevators, and Government office machines without additional payment.

The Lessor shall complete any necessary alterations within \_\_\_\_\_ days after receipt of approved layout drawings.

**2. SERVICES AND UTILITIES (To be provided by Lessor as part of rent)**

- |   |   |   |  |  |
|---|---|---|--|--|
| <input type="checkbox"/> HEAT                   | <input type="checkbox"/> TRASH REMOVAL            | <input type="checkbox"/> ELEVATOR SERVICE                   | <input type="checkbox"/> INITIAL & REPLACEMENT LAMPS, TUBES AND BALLASTS | <input type="checkbox"/> OTHER (Specify below) |
| <input type="checkbox"/> ELECTRICITY            | <input type="checkbox"/> CHILLED DRINKING WATER   | <input type="checkbox"/> WINDOW WASHING<br>Frequency _____  | <input type="checkbox"/> PAINTING FREQUENCY<br>Space _____               |  |
| <input type="checkbox"/> POWER (Special Equip.) | <input type="checkbox"/> AIR CONDITIONING         | <input type="checkbox"/> CARPET CLEANING<br>Frequency _____ | <input type="checkbox"/> Public Areas _____                              |  |
| <input type="checkbox"/> WATER (Hot & Cold)     | <input type="checkbox"/> TOILET SUPPLIES          |   |  |  |
| <input type="checkbox"/> SNOW REMOVAL           | <input type="checkbox"/> JANITORIAL SERV. & SUPP. |   |  |  |

**3. OTHER REQUIREMENTS**

**CAUTION: All offers are subject to the terms and conditions outlined above, and elsewhere in this solicitation, including the Government's General Clauses and Representations and Certifications.**

**4. BASIS OF AWARD**

- ☐ THE ACCEPTABLE OFFER WITH THE LOWEST PER OCCUPIABLE SQUARE FOOT PRICE.
- ☐ OFFER MOST ADVANTAGEOUS TO THE GOVERNMENT, WITH PRICE BEING ☐ EQUAL TO ☐ LESS IMPORTANT THAN THE FOLLOWING EVALUATION FACTORS  
(Listed in descending order, unless stated otherwise):

**PART II - OFFER (To be completed by Offeror/Owner)**

**A. LOCATION AND DESCRIPTION OF PREMISES OFFERED FOR LEASE BY GOVERNMENT**

5. NAME AND ADDRESS OF BUILDING (Include ZIP Code)	6. LOCATION(S) IN BUILDING	
	a. FLOORS	b. ROOM NUMBER(S)
	c. RENTABLE SQ. FT.	d. TYPE <input type="checkbox"/> GENERAL OFFICE <input type="checkbox"/> OTHER (Specify) <input type="checkbox"/> WAREHOUSE

**B. TERM**

To have and to hold, for the term commencing on \_\_\_\_\_ and continuing through \_\_\_\_\_ inclusive. The Government may terminate this lease at any time on or after \_\_\_\_\_, by giving at least \_\_\_\_\_ days notice in writing to the Lessor. No rental shall accrue after the effective date of termination. Said notice shall be computed commencing with the day after the date of mailing.

**C. RENTAL**

Rent shall be payable in arrears and will be due on the first workday of each month. When the date for commencement of the lease falls after the 15th day of the month, the initial rental payment shall be due on the first workday of the second month following the commencement date. Rent for a period of less than a month shall be prorated.

7. AMOUNT OF ANNUAL RENT	9. MAKE CHECKS PAYABLE TO (Name and address)
8. RATE PER MONTH	

10a. NAME AND ADDRESS OF OWNER (Include ZIP code. If requested by the Government and the owner is a partnership or joint venture, list all General Partners, using a separate sheet, if necessary.)

10b. TELEPHONE NUMBER OF OWNER	11. TYPE OF INTEREST IN PROPERTY OF PERSON SIGNING <input type="checkbox"/> OWNER <input type="checkbox"/> AUTHORIZED AGENT <input type="checkbox"/> OTHER (Specify)	
12. NAME OF OWNER OR AUTHORIZED AGENT		13. TITLE OF PERSON SIGNING
14. SIGNATURE OF OWNER OR AUTHORIZED AGENT	15. DATE	16. OFFER REMAINS OPEN UNTIL 4:30 P.M. <div align="right">(Date)</div>

**PART III - AWARD (To be completed by Government)**

Your offer is hereby accepted. This award consummates the lease which consists of the following documents: (a) this GSA Form 3626, (b) Representations and Certifications, (c) the Government's General Clauses, and (d) the following changes or additions made or agreed to by you:

**THIS DOCUMENT IS NOT BINDING ON THE GOVERNMENT OF THE UNITED STATES OF AMERICA UNLESS SIGNED BELOW BY AUTHORIZED CONTRACTING OFFICER.**

17a. NAME OF CONTRACTING OFFICER (Type or Print)	17b. SIGNATURE OF CONTRACTING OFFICER	17c. DATE
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